

Division of International Services (DIS)
Office of Research Services

**Request for New Guest Researcher (GR)
or Special Volunteer (VL)**

Documents Required:

- ☐ Completed NIH Form 590 (Rev. 1/99)
- ☐ CV and Bibliography
- ☐ Copy of highest earned degree (e.g. M.Sc., Ph.D., M.D.)*
- ☐ For NIH-sponsored J-1, proof of funding**
- ☐ Copy of passport identity page for GR/VL **and** each dependent
- ☐ If currently in the US:
 - ☐ Copy of current Form I-94 for GR/VL **and** dependents
 - ☐ Copy of most recent visa for GR/VL **and** dependents if available
 - ☐ Copy of immigration documents (see below)

* Include translations of all foreign language documents

** Include the name of organization, amount of funding in U.S. Dollars, and duration of funding. Minimum \$25,000 total annual funding for J-1

In addition, include these documents according to immigration status:

J-1 transfer to NIH sponsorship:

- ☐ Copy of all Forms DS-2019 (and IAP-66) for J-1 and J-2 dependents
- ☐ Ensure properly completed Form 590, particularly Block 19

J-1 Alien Physician (ECFMG sponsorship):

- ☐ Requires advance authorization from ECFMG, consult with DIS in advance

J-1 Student or Non-NIH sponsorship:

- ☐ Copy of **all** Forms DS-2019 (and IAP-66) for J-1 **and** J-2 dependents
- ☐ For non- J-1 students, letter of authorization from RO/ARO
- ☐ For students, letter of authorization for academic training from RO/ARO

F-1 Student with CPT/OPT:

- ☐ Copy of **all** Forms I-20 (all pages) for F-1
- ☐ Current Form I-20 authorized for CPT/OPT
- ☐ OPT - Copy of valid Employment Authorization Document (EAD)

TN, H-1, O-1:

- ☐ Consult with DIS in advance

J-2 (Dependents of J-1):

- ☐ Copies of all Forms DS-2019 for J-2 and J-1
- ☐ Copy of valid Employment Authorization Document (EAD)

Adjustment Applicants (for LPR):

- ☐ Copy of valid Employment Authorization Document (EAD)

Other nonimmigrant classifications:

- ☐ Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work

For any nonimmigrant classifications not listed, please consult with DIS.

Guest Researchers are not covered by the Federal Tort Claims Act, therefore, they are generally not permitted to have incidental patient contact. An exception can be made if malpractice insurance is purchased.

Send or deliver above documents to DIS:

Building 31, Room B2B07
31 Center Drive MSC 2028
Bethesda, MD 20892-2028
Telephone: (301) 496-6166
FAX: (301) 496-0847

Keep copies of
EVERYTHING
you send to DIS